



## UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

MAY 9, 2019

OFFICE OF THE  
CHIEF FINANCIAL OFFICER

### **MEMORANDUM**

SUBJECT: Updates to Resource Management Directives System Chapter 2550B –  
Official Travel

FROM: Jeanne Conklin, Controller *Jeanne Conklin*  
Office of the Controller

TO: Senior Resource Officials

I am notifying you of the update to the Agency's Resource Management Directives System Chapter 2550B, *Official Travel*. The Office of the Controller's Policy, Training and Accountability Division updated the policy to clarify the appropriate authorizing officials for Other Than Coach-Class Accommodations (see the attached chart). The update is consistent with statutory requirements for domestic and international travel, as outlined in the General Services Administration Federal Travel Regulations, and the Agency's Delegation of Authority 1-17A – Domestic Travel and 1-17B – International (Foreign and Invitational-Foreign) Travel.

The updated chapter, effective May 1, 2019, may be viewed at [RMDS 2550B Official Travel](#). If you have any questions about this document, please contact Aileen Atcherson at [Atcherson.Aileen@epa.gov](mailto:Atcherson.Aileen@epa.gov) or on 202-564-2283.

Attachment

cc: David A. Bloom  
Carol Terris  
C. Paige Hanson  
Regional Comptrollers  
EPA Senior Budget Officers  
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